



* PROJECT DESCRIPTION MEETS CRITERIA FOR STAFF REVIEW PURSUANT TO **SECTION 19-2.3.8, CERTIFICATE OF APPROPRIATENESS, AND APPENDIX 'D', DELEGATION OF PROJECTS REVIEW AUTHORITY DPC TO ADMINISTRATOR**

INSTRUCTIONS

1. THE APPLICATION AND FEE, **MADE PAYABLE TO THE CITY OF GREENVILLE**, MUST BE SUBMITTED TO THE PLANNING AND DEVELOPMENT OFFICE DURING NORMAL BUSINESS HOURS.

2. SEE **SECTION 19-2.3.8(E), STANDARDS**, FOR ADDITIONAL INFORMATION; YOU MAY ATTACH A SEPARATE SHEET ADDRESSING THESE QUESTIONS.

3. YOU MUST ATTACH ONE (1) COMPLETE SET OF SCALED DRAWINGS OF THE PROPERTY THAT REFLECTS, AT A MINIMUM, THE INFORMATION REFLECTED ON PAGE 3 OF THIS APPLICATION. DRAWINGS MUST BE DRAWN AT AN APPROPRIATE SCALE, SUCH AS 1"=20' OR 1/4"=1', ETC. ALTHOUGH CONSTRUCTION DRAWINGS ARE NOT REQUIRED, APPLICANTS FOR "FINAL APPROVAL" SHOULD BE ABLE TO PROVIDE CONSTRUCTION DRAWINGS AT THE STAFF'S REQUEST. APPLICANTS SEEKING "PRELIMINARY COMMENTS" MAY DO SO AT ANY STAGE OF THE DESIGN PROCESS. THE STAFF MAY REQUEST ADDITIONAL INFORMATION AT ANY TIME TO FULLY UNDERSTAND THE PROPOSAL. ITEMS SUBMITTED TO THE STAFF BECOME THE PROPERTY OF THE CITY AND WILL NOT BE RETURNED.

4. YOU MUST ATTACH THE REQUIRED APPLICATION FEE:

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| a. SINGLE-FAMILY RESIDENTIAL - \$25.00 | c. OTHER THAN SINGLE-FAMILY |
| b. SIGNS - \$25.00 | 1. MAJOR - \$100.00* |
| | 2. MINOR - \$50.00* |

*MINOR = COLOR CHANGE; REPLACEMENT OF WINDOWS/DOORS; ADDITION, DELETION, OR REPLACEMENT OF AWNINGS; RE-ROOFING; AND, SIMILAR TYPES OF PROJECTS THAT DO NOT INVOLVE STRUCTURAL ALTERATIONS, INCREASE/DECREASE IN WINDOW/DOOR AREA, OR REMOVAL OF ARCHITECTURAL FEATURES.

*MAJOR = ANY ACTIVITY THAT IS NOT "MINOR"; ALL SITE DEVELOPMENT ACTIVITY; DEMOLITION OF BUILDINGS<50 YEARS OLD; ROOF GARDENS; DECKS OR ACCESSORY STRUCTURES; OR, ANY PROJECT REQUIRING CONSULTATION WITH AN OFFICER OF THE DPC.

5. THE ADMINISTRATOR WILL REVIEW THE APPLICATION FOR "SUFFICIENCY" PURSUANT TO **SECTION 19-2.2.6, DETERMINATION OF SUFFICIENCY**, PRIOR TO PLACING THE APPLICATION ON THE DPC AGENDA. IF THE APPLICATION IS DETERMINED TO BE "INSUFFICIENT", THE ADMINISTRATOR WILL CONTACT THE APPLICANT TO REQUEST THAT THE APPLICANT RESOLVE THE DEFICIENCIES. ***YOU ARE ENCOURAGED TO SCHEDULE AN APPLICATION CONFERENCE WITH A PLANNER, WHO WILL REVIEW YOUR APPLICATION FOR "SUFFICIENCY" AT THE TIME IT IS SUBMITTED. CALL (864) 467-4476 TO SCHEDULE AN APPOINTMENT.***

PLAN REQUIREMENTS

A. For Construction of a New Building or Structure and an Addition to an Existing Building or Structure:

- _____ 1. Site Plan, indicating the extent of the proposal and its relationship to any existing structures on the property and neighboring properties, as well as the relationship to property lines (two full size sets and one 8.5" X 11" or 11"x17" reproducible size).
- _____ 2. Building elevations for all sides (two full size sets and one 8.5" X 11" or 11"x17" reproducible size). Drawings for additions should illustrate the relationship to the existing structure. In commercial districts, drawings should show the relationship to buildings on the property and adjacent lots.
- _____ 3. Fully labeled color photographs of the property, with detailed photos of any existing elements that you wish to change.
- _____ 4. A list of proposed materials and colors, including manufacturer's specifications. Actual material and color must be presented at the public hearing. Paint samples will not be returned to the applicant.
- _____ 5. Cut sheets or other information, illustrating the design and type of lighting and other details.
- _____ 6. Other information needed to clearly illustrate your request such as labeled photos of existing elements that you wish to imitate from the subject property or any other property.

B. For Alteration of an Existing Building or Structure:

- _____ 1. Scaled drawings (two full size sets and one 8.5" X 11" or 11"x17" reproducible size) indicating the extent of the proposed alteration.
- _____ 2. Fully labeled color photographs of the property, with detailed photos of any existing elements that you wish to change.
- _____ 3. A list of proposed materials and colors, including manufacturer's specifications. Actual material and color must be presented at the public hearing. Paint samples will not be returned to the applicant.
- _____ 4. Other information needed to best illustrate your request such as labeled photos of existing elements that you wish to imitate from the subject property or any other property.

C. For Demolition or Relocation of an Existing Building or Structure:

- _____ 1. A written narrative indicating the reason for demolition or relocation and what steps have been taken to remedy the situation. If the reasons are structural reasons a technical report prepared by an engineer or architect must be submitted.
- _____ 2. If the structure is less than 50 years old and located in the Central Business District, submit documentation of its age
- _____ 3. Documentation on the costs of rehabilitation and forecast of possible economic return.
- _____ 4. Photographs of the property and surrounding properties, 1 color set, fully labeled.
- _____ 5. Site plan or building elevations for post demolition, including a time frame for development.

Site Design, Parking, Plazas, Landscape:

- _____ 1. Site Plan, indicating the extent of the proposal and its relationship to any existing structures on the property, streets, public property, and any structures on immediate adjacent lots (two sets of plans).
- _____ 2. Landscape plan, indicating species and planting sizes, irrigation, lighting location and detail, hardscape materials and colors (two full sets of plans).
- _____ 3. Photographs of the property and surrounding properties, 1 color set, fully labeled.
- _____ 4. Cut sheets or other information, illustrating the design and type of lighting or details to better illustrate your request.

Signs:

- _____ 1. Scaled drawings for proposed signs.
 - _____ a. Drawings for wall signs should include a scaled drawing of the façade on which the signs will be placed.
 - _____ b. For free-standing signs, a site plan must include the location of signs and the relationship to existing building and other site features on the property.
- _____ 2. Photographs of the property and surrounding properties, 1 color set, fully labeled.
- _____ 3. A list of proposed materials and colors, including manufacturer's specifications. Actual material and color must be presented at the public hearing. Paint samples will not be returned to the applicant.
- _____ 4. Cut sheets or other information, illustrating the design and type of lighting, if any.